

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400005

PRINT DATE: 07/02/14

PAGE: 01

SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: 1202182776 FULL-BRITE CLEANING SERVICES INV PO BOX 10325 GAITHERSBURG, MD 20898 (301) 987-1503		REFER QUESTIONS TO: GWENDOLYN HUDSON (410) 767-7662 GWENDOLYN.HUDSON@DGS.STATE.MD.US
ITB: 001IT819434	EXPR DATE: 06/30/17 POST DATE: 06/25/14	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: 252,818.93

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

MARYLAND PUBLIC TELEVISION (MPT) OPERATING FUNDS:

APPROPRIATION CODE # - 36.15.00.00
OBJECT: .08 21081 0813
100% STATE FUNDS

THIS IS A SMALL BUSINESS RESERVE CONTRACT WITH A 10% MBE PARTICIPATION GOAL.

SMALL BUSINESS RESERVE CERTIFICATION #SB-12-820.

RETAIN SECTIONS A, B, AND C FOR FUTURE REFERENCE.

VENDOR CONTACT: MR. JOHN LYNCH (301) 252-8806

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	91039-CUSTOD	MO	5,613.5500

CUSTODIAL SERVICES

MONTHLY COST TO PROVIDE JANITORIAL SERVICES FOR BUILDINGS I, II AND III AT MARYLAND PUBLIC TELEVISION AT 11767 OWINGS MILLS BLVD. CONTRACTOR SHALL PROVIDE ALL COSTS, INCLUDING JANITORS, DAY PORTER AND ON-SITE SUPERVISOR AS DESCRIBED IN TASKS 19.1 THROUGH 19.21 IN ACCORDANCE WITH DETAILED SPECIFICATIONS.

CONTRACT TERM: THREE (3) YEARS BEGINING JULY 1, 2014 THROUGH JUNE 30, 2017.

\$5,613.55 X 36 = \$202,087.80

0002	91039-CUSTOD	LT	12.9100
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CUSTODIAL SERVICES

HOURLY RATE FOR PLEDGE DRIVE PORTER: CONTRACTOR SHALL PROVIDE A PLEDGE DRIVE PORTER FOR SPECIAL EVENT SERVICES AS SPECIFIED IN SECTIONS 4 AND 18 OF THE SPECIFICATIONS, NOT TO EXCEED 3,000 HOURS FOR THE TERM OF THE THREE YEAR CONTRACT.

\$12.91 X 3,000 = \$38,730.00

0003	91039-CUSTOD	SF	.0700
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CUSTODIAL SERVICES

SQUARE FOOT RATE FOR TASK 19.22 - STUDIOS A, B, AND C AND THE TAPE ROOM FLOOR MAINTENANCE. CONTRACTOR SHALL PROVIDE SPEICAL FLOOR CARE MAINTENACE SERVICES TO THESE AREAS AS REQUESTED BY FACILITIES MANAGER.

NOTE: THE AREA SERVICED WILL BE MEASURED TO DETERMINE THE AMOUNT OF SQUARE FOOTAGE TO BE CLEANED. CONTRACTOR SHALL INVOICE FOR PAYMENT BASED ON THE SQUARE FOOT RATE OF THE AREA CLEANED.

UNIT COST = \$.07 CENTS

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0004	91039-CUSTOD	EA	500.0000

CUSTODIAL SERVICES

TASK 19.24 - CLEAN ALL EXTERIOR WINDOWS AND GLASS WALLS THROUGHOUT MPT'S FACILITY TWICE A YEAR FOR THE THREE YEAR CONTRACT TERM.

\$500.00 X 6 = \$3,000.00

0005	91039-CUSTOD	SF	.0600
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CUSTODIAL SERVICES

SQUARE FOOT RATE FOR TASK 19.23, CLEAN AND SHAMPOO CARPET. CONTRACTOR SHALL CLEAN AND SHAMPOO CARPET THROUGHOUT THE MPT FACILITY ON AN "AS REQUESTED" BASIS.

\$.06 CENTS PER SQ. FT.

0006	91039-CUSTOD	SF	750.0000
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CUSTODIAL SERVICES

TASK 19.25 - STRIP AND WAX FLOORS QUARTERLY ON AN "AS REQUESTED" BASIS.

\$750.00 X 12 = \$9,000.00

0007	91039-CUSTOD	EA	
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CUSTODIAL SERVICES

TASK 19.26 - UNIT COST TO CLEAN AIR SUPPLY RETURNS AND AIR DIFFUSERS ON AN "AS REQUESTED" BASIS. THERE ARE APPROX 660 AIR SUPPLY RETURNS AND DIFFUSERS IN THE FACILITY.

NOTE: THIS IS AN OPTIONAL TASK AND THERE IS NO GUARENTEE THAT ALL 660 UNITS WILL BE CLEANED WITHIN THE DURATION OF THE CONTRACT. THE CONTRACTOR SHALL INVOICE FOR PAYMENT BASED ON THE NUMBER OF UNITS CLEANED.

\$1.00 PER UNIT

END OF ITEM LIST

BLANKET PURCHASE ORDER

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TERMS (cont'd):

THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS AND SPECIFICATIONS ISSUED WITH THE ITB AND ARE INCORPORATED IN AND MADE PART OF THE BPO.

STATE YOUR FEDERAL TAX IDENTIFICATION # _____

IF THE STATE OF MARYLAND OR OTHER REGULATOR BODY REQUIRES A LICENSE OR CERTIFICATE TO PERFORM THE SERVICES REQUIRED, PLEASE PROVIDE THE LICENSE NUMBER AND DATE OF ISSUANCE.

LICENSE NUMBER

DATE OF EXPIRATION

IF YOU ARE A DEPARTMENT OF TRANSPORTATION CERTIFIED MINORITY BUSINESS, PLEASE PROVIDE YOUR CERTIFICATION NUMBER.

MDOT'S MBE CERTIFICATION NUMBER

***** LAST PAGE *****

AUTHORIZED BY: _____

Guendolyn Huds

BUYER AUTHORIZED DESIGNEE

DATE: _____

7-2-14

REVISIONS

FOR

REVISED SECTION C – DETAILED SPECIFICATION
MARYLAND PUBLIC TELEVISION - MDDGS31012937/001IT819434

Attachments

- Bid Form – (COMPLETE, SIGN, DATE, AND RETURN)
- Bid Worksheet (COMPLETED RETURN IN PDF FORM ONLY)
- Revised Specifications – Section C
- MBE Attachment A, B, C – (ONLY RETURN ATTACHMENT WITH REVISED BID) Failure to return this form shall deem your bid non responsive.
- SBR Affidavit - (COMPLETE, SIGN, DATE, AND RETURN)
- SBR AUDIT REQUEST – (TO BE REQUESTED AT LATER DATE)
 - .Upon notification by the SBR office, vendor must be prepared to submit the required paperwork for audit within **7 days** of the request. The documents to be requested are:
 - **Three (3) years of Federal Tax Returns (Form 1120 or Schedule C**– first two pages of the tax return, the page(s) that list total revenue and signature page)
 - **Articles of Incorporation, Organization or Amendments** that which you have.
 - **Certified Payroll Roster** (A list of employees with the average number of hours they work per week. We do not need salary information or social security numbers)
For Example: Your name – 40 hours per week. Just simply type “see attached” or attach this e-mail to me
 - **Maryland Unemployment Insurance Quarterly Contribution Report**
(We need the quarterly contribution reports for past two years.)

Revised bid and completed forms are due by Monday, April 21st, 2014, 5:00 P.M.

REVISED

April 15, 2012

SECTION C – DETAILED SPECIFICATIONS

SOLICITATION#: MDDGS31012937

ITB# 001IT819434

TYPE: SMALL BUSINESS RESERVE (SBR) PROCUREMENT

MBE GOAL: 10% Minority Business Enterprise Participation Goal

PROJECT TITLE: Janitorial Services for the Maryland Public Television (MPT)

TYPE OF WORK: The Contractor shall furnish all labor, equipment, cleaning supplies and floor care products/ materials necessary to perform the daily, bi-weekly, three times per week, weekly, monthly, and bi-annual cleaning of the building in strict conformance with the standards specified in these Specifications.

LOCATION OF WORK: Maryland Public Television
11767 Owings Mills Boulevard
Owings Mills, Maryland, 21117

2. **MODIFICATIONS**

This contract may not be modified, altered or amended in any manner without prior approval of the Procurement Officer.

3. **ADDENDA TO THE ITB**

If it becomes necessary to revise any part of this ITB addenda will be published on EMM.

4. **CANCELLATION OF THE ITB**

The State may cancel this ITB, in whole or in part, at any time before the opening of the bids.

5. **INCURRED EXPENSES**

The State will not be responsible for any costs incurred by any vendor in preparing and submitting a bid.

6. **FINANCIAL DISCLOSURE BY PERSONS DOING BUSINESS IN THE STATE**

Vendors and Contractors providing materials, equipment, supplies of services to the State of Maryland herewith agree to comply with State Finance and Procurement Article 20-201 through 21-203, Sections of the Annotated Code of Maryland which requires that every business that enters into contracts, leases or other agreements with the State and receives in the aggregate \$100,000 or more during a calendar year shall, within 30 days of the time when the \$100,000 is reached, file with the Secretary of State a list containing the names and addresses of its resident agent, each of its officers, and any individual or entity who is a beneficial owner of 5 percent or more of the contract in business.

7. **PUBLIC INFORMATION ACT NOTICE**

Bidders should give specific attention to the identification of those portions of their bids which they deem to be confidential, proprietary information or trade secrets and provide any justification of why such materials, upon request, should not be disclosed by the State under the Maryland Public Information Act, State Government Article, Sections 10-611 through 10-628 of the Annotated Code of Maryland.

8. **DEFINITIONS**

OWNER	As used herein, shall mean the Department of General Services
BUILDING	Maryland Public Television) a State Agency
CONTRACTOR	As used herein, shall mean the Contractor hired by the Owner to maintain and provide services as described herein theses Specifications who shall be responsible for all management, and its personnel performing under this Contract.

SECTION C
DETAILED SPECIFICATIONS
ITB# 001IT819240 / MDDGS31012937
Janitorial Services at Maryland Public Television
11767 Owings Mills Boulevard, Owings Mills, Maryland, 21117
10% Minority Business Enterprise (MBE) Goal
Small Business Reserve Only

1. BACKGROUND

The specifications in this section pertain to Maryland Public Television (MPT), 11767 Owings Mills Boulevard, Owings Mills, Maryland, 21117, which is managed under the authority of the Department of General Services, agency of the State of Maryland.

2. SCOPE OF WORK

- 2.1** The Contractor shall furnish all labor, equipment, cleaning supplies and floor care products/ materials (as specified in Section 9) necessary to perform the daily, bi-weekly, three times per week, weekly, monthly, every other month, and bi-annual cleaning of the building in strict conformance with the standards specified in these specifications.
- 2.2** The square footage of Maryland Public Television is approximately 120,000. The cleanable square footage is approximately 80,000 square feet as follows:

Brick:	1,000 sq. ft.
Concrete	1,900 sq. ft.
Floor tile	20,000 sq. ft.
Carpet	44,000 sq. ft.
Studio floors	7,800 sq. ft.
19 Bathrooms	5,000 sq. ft.

The areas to be cleaned within the square footage include:

- Executive Offices
- Canteen (Station Break Room)
- Lavatories/Restrooms
- Lobby and Reception Areas
- All Corridors
- Tape Storage Area (use of electrical equipment prohibited)
- Visitors Center
- Kitchens (Executive and Visitors Center)
- Basement Coffee Area (near passenger elevator)
- Basement Storage Areas
- Loading Dock Area
- All Offices and Cubicles (including Edit Suites and Sound Rooms)
- Dressing Rooms (including the Green Room)

Work Schedule:

The On-site Supervisor shall be present between the hours of 6:00 PM and 10:00 PM, Monday through Friday, except State holidays, to perform all daily tasks. The On-site Supervisor shall make him/herself available to the Facilities Manager between the hours of 3:00 PM to 3:30 PM when requested, for the purpose of obtaining instructions or becoming informed about deficiencies in the janitorial work or any other reason the Facilities Manager should wish to confer with the on-site supervisor. The On-site Supervisor shall be present every Saturday between the hours of 10:00 AM and 2:00 PM for the purpose of overseeing floor care tasks.

4.4 Floor Care Technician

The Contractor shall provide a Floor Care Technician experienced in floor care/shine maintenance procedures and the operation of floor care equipment. The Floor Care Technician may also be a crew member.

Work Schedule:

The Floor Care Technician shall be available on Saturdays between the hours of 10:00 AM and 2:00 PM.

4.5 Janitors

This is a performance based contract therefore the Contractor shall provide the number of employees to successfully perform all the cleaning tasks (to include the daily, bi-weekly, three times per week, weekly, monthly, every other month, bi-annual, and upon request) of the building in strict conformance with the standards specified in these specifications.

5. TERM OF CONTRACT

The term of this contract shall be for a **three (3) year** period beginning **June 1, 2014** and ending **May 31, 2017**.

6. MANDATORY PRE-BID CONFERENCE / SITE VISIT

The Pre-Bid Conference/Site Visit is scheduled for **Wednesday, March 12, 2014 at 1:30 p.m.** at the **Visitors Center at Maryland Public Television, 11767 Owings Mills Boulevard, Owings Mills, MD 21117.**

This contract is being solicited with an overall 10% Minority Business Enterprise Goal, therefore **each Bidder/Offeror including those Bidders/Offerors that are certified MBEs is required to attend the scheduled Pre Bid Conference** pursuant COMAR 21.11.03.09(C2e) Subcontracting Provisions.

At the scheduled Pre-Bid Conference each Bidder shall be permitted to examine the building, familiarize himself/ herself with the full nature and extent of the work and obtain counts, measurements, and answers to questions about or clarifications of the contract.

It is the sole responsibility of the Contractor to familiarize himself/herself fully with the building and the contents of these specifications. Failure to do so does not relieve the successful Bidder from his/her obligations to comply with all aspects of this bid package for the amount he / she specifies as his/her bid.

9. SUPPLIES/MATERIALS/EQUIPMENT/AND UTILITIES SUPPLIED BY THE CONTRACTOR

- 9.1** The Contractor shall furnish all necessary machines, accessories, cleaning instruments, **and a full range of cleaning products, stripper, waxes, floor finishers and all other products necessary** to fulfill the cleaning and waxing requirements of this contract unless otherwise specified herein.
- 9.2** Fifteen (15) days prior to the start date of the contract, the Contractor shall submit to the Facilities Manager a list giving the name of the manufacturer, the brand name, and intended use of each of the products and materials that the Contractor proposes to use in performance of the work. The Contractor shall not use any products or material that the Facilities Manager determines would be unsuitable for the purpose, or harmful to the surfaces to which applied, or to any other part of the building, its contents or equipment.
- 9.3** The Contractor shall furnish all necessary cleaning equipment (commercial/ industrial) including power driven floor scrubbing machines, polishing machines, industrial type vacuum cleaners, etc., required for the performance of the work of this contract. The equipment must be of the size and type customarily used in work of this kind and must meet the approval of the Facilities Manager.
- 9.4** The Contractor shall ensure that each piece of equipment delivered to the contract site for use under this contract is serially numbered and appropriately identified with a plate affixed therein. The Contractor must furnish the Facilities Manager with a listing of all equipment delivered to the building with the corresponding serial numbers. On a schedule established by the Facilities Manager, an inventory is to be made of the equipment. The purpose of the inventory is to ensure that all equipment is in operating condition and that the quantity and quality agreed upon at the award of the contract is the same. The Contractor shall accompany the designed State employee conducting the inventory. It is the responsibility of the Contractor to provide only those items approved at the beginning of the contract. Further, all equipment shall be operative at all times. Any inoperative equipment shall be repaired and or replaced within a 24-hour period.
- 9.5** In conjunction with the Facilities Manager an inventory of all the materials and equipment on hand during the final month of the contract period shall be performed along with the development of a list of all materials and equipment that has been paid for by the State. Any materials remaining at the termination of the contract that has been paid for by the State shall remain the property of the State.

NOTE: Pursuant COMAR Title 21.11.05, housekeeping supplies in support of this contract shall be purchased from Blind Industries and Services of Maryland (BISM) which includes GREEN PRODUCTS to the extent they are available. The Contractor shall make green products as his/her primary purchase. Additional information may be obtained from BISM directly by calling Tom Owens at (410) 737-2647(www.BISM.org). As this is a mandatory requirement, failure to comply will be considered a contract default. A copy of the Contract will be provided to BISM for follow up.

11.2 All Contractor employees must pass the background check and meet the standards of the Department of General Services.

11.3 The Contractor shall be responsible to have a pool of at least two (2) additional employees for the purpose of any emergencies that may occur, and/or replacement of janitorial personnel that have been cleared through a background investigation conducted by the Maryland Public Television.

12. CONTRACTOR EMPLOYEES - DRESS CODE - SIGN IN/OUT PROCEDURES

The Contractor shall require all employees to wear distinctive work clothing for ready identification and assure that every employee is in the proper attire on the date an employee first enters on duty. A below the waist work smock is acceptable. Any color or color combination, as approved by the Facilities Manager may be used; however, the distinctive clothing shall be the same for all Contractor employees. Employees will be required to dress neatly commensurate with the task being performed.

12.1 Contractor employees must wear approved identification badges when in or on State property. The Facilities Manager shall periodically verify passes with employees.

12.2 All Contractor employees (day or night crew/porter) must report to the Security Desk and SIGN-IN on the Janitorial Log. Upon completion of work, the Contractor's personnel must return to the Security Desk and SIGN-OUT on the Janitorial Log.

12.3 Contractor employees shall be capable and qualified in this type of work.

12.4 Contractor employees must have the ability to speak and write English fluently.

12.5 The Contractor shall not hire State employees to work in State buildings.

13 CONDUCT OF JANITORS

Employees of the Contractor while performing work under this contract shall not:

- a. Remove any State property or personal property, equipment, monies, forms or any other items from the building
- b. Engage in loud or boisterous behavior
- c. Play radios or tape players
- d. Be under the influence of alcohol or drugs
- e. Gamble
- f. Turn on or off or use any equipment other than the Contractor's equipment
- g. Use any State telephone except a telephone designated by the Facilities Manager for the purpose of business under this contract
- h. Open any desk, file cabinet or storage cabinet
- i. Consume any food or beverage, other than that brought with the employee or purchased from vending machines, and only in areas designated by the Facilities Manager
- j. Engage in horseplay

16.2 The Facilities Manager shall review the invoice and any necessary reductions that must be made in accordance with **Section 21, SCHEDULE OF REDUCTIONS FOR NON-PERFORMANCE OR FAILURE TO MEET STANDARDS**. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

16.3 By submitting a response to this solicitation the Bidder agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. The selected Bidder shall register using the attached form **COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form**. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the **COT/GAD X-10 Form** and must include the business identification information as stated on the form and include the reason for the exemption

17. HOURLY RATE

The hourly rate submitted with this offer for Janitors, Porters, and On-site supervisor shall be for non-overtime work regardless of the day of the week, or hour of the day the work is to be performed. This same rate shall be used when required by the State to work special hours providing additional janitorial, porter, or on-site supervisor services under this contract. The hourly rates will be used in computing additions to, or deductions (for no-shows) from the monthly payment to the Contractor for extra work required by the State or for penalties imposed on the Contractor as indicated elsewhere in the Specifications.

18. PAYMENT FOR THE PLEDGE DRIVER PORTER

Upon request from the Facilities Manager, the Contractor shall make available an individual to function as a Housekeeping Porter for the purpose of cleaning up after pledge drive events or other special events at MPT.

For each scheduled event where a Housekeeping Porter has been provided, the Contractor will be allowed to bill MPT at a minimum of four (4) hours at the hourly rate noted on the bid schedule under HOURLY BILLING RATES by the Contractor with the bid and accepted by the State. The projected additional events are forecasted into the 3,000 hours for the Pledge Porter.

The Contractor shall prepare a separate monthly invoice listing the date, the hours worked, and the hourly rate for all additional work performed for the covered month. This separate invoice may be submitted at the same time the regular monthly invoice is submitted.

LOCATIONS: All carpeted office areas, general areas of offices; copier rooms and hallways

STANDARDS:

1. Carpets are to be free of all dirt, dust, paper clips, small pieces of paper or other trash;
2. Moving furniture as needed and then returning furniture to its original position.

19.3 TASK #3 OUTSIDE GROUNDS MAINTENANCE

Sweep/remove debris/leaves from areas directly outside of building entrances and clean cigarette urns.

FREQUENCY: DAILY

LOCATIONS: OUTSIDE BUILDING ENTRANCES

STANDARDS:

Sweep clean walk areas directly outside building entrances (within 20 feet of entrance doors). Ensure that all extinguishing material in cigarette urns is free of any foreign matter; soiled extinguishing material has been replaced; and all trash is to be removed from the bottom of floor urns.

19.4 TASK #4 GLASS SURFACE CLEANING

Clean glass

FREQUENCY: DAILY

LOCATIONS: MAIN LOBBY AND GLASS CORRIDORS, EXECUTIVE AREA AND CONFERENCE ROOM, BATHROOMS, AND DRESSING ROOMS.

STANDARDS:

Glass shall be free of smears, fingerprints and be uniform in appearance without residue or haze.

19.5 TASK #5 WATER FOUNTAIN CLEANING

Clean and disinfect water fountain

FREQUENCY: WEEKLY

LOCATIONS: CORRIDORS

2. All toilet paper dispensers have at least 1/2roll of toilet paper and rolls are properly installed in dispensers.
3. All hand soap dispensers are filled to 3/4capacity with the proper ratio of one (1) part soap to two (2) parts water; that the soap dispenser has been accessed properly, and the dispenser has been restored to proper operating condition.

19.9 TASK #9

RESTROOM MAINTENANCE

Clean and disinfect ALL bathrooms including basins, shower stalls, toilets, urinals, restroom walls and toilet stalls and sanitary napkin depositories. **Strip and Wax bathroom floors monthly.**

FREQUENCY: DAILY

LOCATIONS: ALL RESTROOMS AND DRESSING ROOMS

STANDARDS:

1. Basins, counter tops, shower stalls, restroom walls, toilet stall doors and walls, and plumbing disinfected and free of stains, dirt, hair, smudges, smears, and water spots.
2. Chrome fixtures or pipes shined.
3. Toilets and urinals disinfected and free of stains, dirt, hair, smudges, smears, water spots, encrustation, rust and odor; exterior of depositories are free of smears, film and haze; contents of depositories bagged in plastic bags, plastics bags tied, and deposited in dumpster.
4. Damp/wet mop lavatory floors with a germicidal cleaner and, as required, flush floor drain trap with clear water.

19.10 TASK #10

Surface Cleaning Canteen

Damp wipe all tables and chairs

FREQUENCY: DAILY

LOCATION: CANTEEN

STANDARDS: Tables and chairs shall be free of smears, smudges, fingerprints, food, spills and be uniform in appearance without residue or haze.

19.11 TASK #11

Cleaning of the Courtyard

FREQUENCY: DAILY (FROM APRIL 1ST TO NOVEMBER 30TH)

Revised 4/15/14

2. Damp clean all desks and table tops to remove finger marks from surfaces.
3. Remove finger marks from doors, light switches and door frames.

19.15 TASK #15 MIRROR SURFACE CLEANING

Clean glass and mirrors.

FREQUENCY: WEEKLY

LOCATIONS: GENERAL OFFICES, EXECUTIVE OFFICES, CONFERENCE ROOMS, GREEN ROOM, RESTROOMS AND CORRIDORS.

STANDARDS:

Mirrors shall be free of smears, smudges, fingerprints and be uniform in appearance without residue or haze.

19.16 TASK #16 TILE FLOOR MAINTENANCE (SATURDAY)

Floor tire buffing and shine restoration of resilient floor tiles (after sweeping and wet mopping)

FREQUENCY WEEKLY, (TO BE PERFORMED ON SATURDAYS ONLY)

LOCATIONS ALL RESILIENT TILED AREAS INCLUDING CORRIDORS, TILED LOUNGES, TILED STAIRWELLS, TILED ELEVATOR FLOORS, OFFICES, MAIL ROOM AND COPIER ROOM AND RESTROOMS.

STANDARDS:

1. All dirt, melting compounds, dust and trash removed from floors.
2. No dirty water or cleaning solution residue or mop marks shall be visible on floors.
3. All corners and areas adjoining vertical walls or stairs shall be free of dirt, dust, trash, dirty water residue, cleaning solution residue and wax build up.
4. After tiled floors are cleaned/mopped, the area is to have its wax shine rejuvenated/restored by an application of an appropriate wax restoration spray and the use of appropriate buffing pads and buffing machine.

19.17 TASK #17 DUMPSTER MAINTENANCE

Dumpster area

FREQUENCY: WEEKLY

LOCATIONS: OUTSIDE

LOCATIONS: ALL AREAS THROUGHOUT THE MPT FACILITY

STANDARDS: All vinyl, painted or ceramic tile walls, restroom partitions and doors shall be free of smudges, smears, marks, dirt, fingerprints or other soil; surfaces are to be free of detergent residue, streaks, film or haze.

19.22 TASK #22 - STUDIOS AND TAPE ROOM FLOOR MAINTENANCE
Floor Maintenance

FREQUENCY: (OPTIONAL ITEM) ON AS REQUESTED BASIS

LOCATIONS: THREE STUDIOS (A, B AND C) AND TAPE ROOM

STANDARDS: These areas shall be provided with special floor care instructions at time of service requested by Facilities Manager.

NOTE: The area to be serviced will be measured by the Contractor to determine the square footage to be cleaned. Payment will be based on the square footage. (See Section 1.1 for estimate of the square footage).

19.23 TASK #23 CLEAN AND SHAMPOO CARPETING
Clean and shampoo carpeting

FREQUENCY: (OPTIONAL ITEM) ON AS REQUESTED BASIS

LOCATIONS: ALL CARPETED AREAS THROUGHOUT MPT FACILITY

STANDARDS:

1. Carpet is to be free of all dirt, stains, shampoo residue or other soil which can be removed through proper cleaning.
2. Carpet presents a uniform appearance.
3. Furniture that is moved is restored to its original position.

NOTE: The area to be serviced will be measured by the Contractor to determine the square footage to be cleaned. Payment will be based on the square footage. (See Section 1.1 for estimate of the square footage).

19.24 TASK #24 CLEAN ALL EXTERIOR WINDOWS AND GLASS WALLS
Clean all exterior windows and glass walls

FREQUENCY: TWICE A YEAR

All direct, dust, smudges, smears and fingerprints are removed from the air supply returns and air diffusers and are clear of residue or haze.

NOTE: There are approximately 660 air supply returns and air diffusers in the facility. Payment will be based on per unit cleaning as requested. There is no guarantee that all 660 will be cleaned during this contract period.

20. SUPPLIES AND SERVICES TO BE SUPPLIED BY STATE

- 20.1 The State shall provide the Contractor with light, heat, power, hot and cold water for the cleaning of the building. (**Note:** hot water temperature is regulated by the State's energy guidelines and cannot be increased above the current guideline temperature.)
- 20.2 The State shall provide janitorial closets for the housing of the Contractor's equipment and supplies. These closets shall be supplied with locks to safeguard the Contractor's property. These closets must be maintained in a clean, neat and orderly condition by the Contractor. Keys to the janitorial closets shall be the responsibility of the Contractor. Should the Contractor lose these or any other building keys, the Contractor shall be responsible for the cost of replacing or re-keying the locks so affected.
- 20.3 The State shall provide all trash bags (including trash can liners) and large trash receptacles (dumpster) for the final disposal of trash collected in the building. The Contractor shall deposit all trash collected in the building in the receptacle provided, clean up around the receptacle (trash dumpster) and insure that all lids, doors, or other openings to the receptacles are closed and latched.
- 20.4 The State shall provide to the Contractor (for implementation by the Contractor) all toilet paper, paper towels, hand soap, sanitary napkins and room deodorizers. The Contractor shall be held accountable for any excessive usage of these supplies.

21. SCHEDULE OF REDUCTIONS FOR NON-PERFORMANCE OR FAILURE TO MEET THE STANDARDS SPECIFIED IN THE CONTRACT.

The following reductions shall be used in adjusting the Contractor's invoice when the Contractor fails to perform any task required in these specifications or perform any task below the standards as required by the specifications in the contract. . The Contractor may appeal the Facility Manager's determination in accordance with this section. (See Section 21.1 Disputes for Deductions)

For each 12 month period of the contract:

- **First occurrence:** Written documentation notice from the Contract Administrator to the Contractor with a copy to the Procurement Officer.
- **Second occurrence:** Written documentation and deduction of 10% of monthly invoice amount.

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Independence Day
Labor Day

Columbus Day
Veteran's Day
Thanksgiving Day
American Indian Heritage Day
Christmas Day

And all other additional days authorized by the Governor (Service Reduction Day: Friday May 23, 2014; and Gubernatorial Election Day November 4, 2014.

24. BUILDING CLOSURE

Whenever State employees are excused early as the result of heavy snow accumulation or hazardous conditions, the Contractor shall make every reasonable effort to provide janitorial services, particularly if the occurrence is on a Friday, or a day preceding a holiday. Work should be performed during the holiday or weekend so that the building shall be cleaned prior to normal office hours on the following work day. Should the Contractor be unable to provide janitorial service to the building, the Contractor must notify the Facilities Manager that service will not be provided. The Contractor shall not receive payment for any daily task not performed as a result of the building being closed.

25. EMERGENCY CONDITIONS

Should an emergency condition requiring immediate attention exist (such as flooding, hazardous material spill, or other incident), the Contractor shall divert the employee(s) or whatever part thereof as directed by the Facilities Manager as necessary from their normal assigned duties to meet the emergency condition. When these employees are no longer required for the emergency condition, they shall be directed to return to their normal duties and the Contractor shall not be penalized because the normal daily work that otherwise would have been performed during the interval has been delayed.

26. PROHIBITION AGAINST ASSIGNMENT OR SUBCONTRACTOR

The Contractor shall **NOT** assign or subcontract the contract in whole or in part without the prior written approval of the Procurement Officer.

27. INITIAL CONTRACT START-UP MEETING

Prior to the commencement of the contract, the Facilities Manager shall hold a kick-off meeting with the Contractor and all interested parties to review the contract in its entirety and tour the MPT facility to acquaint the Contractor with the facility. The Contractor shall provide in writing the following:

- a. The name and telephone number of the On-site Supervisor authorized to act for the Contractor in every detail for the janitorial cleaning services;
- b. The name of the Day Porter who shall be assigned the Maryland Public Television account with a copy of the individual's resume including background and experience.

Certificate of Liability Insurance - General Liability insurance in the amount of \$1,000,000 per occurrence \$2,000,000 aggregate, including but not limited to Personal Injury Liability Coverage. This insurance must cover the risks of false arrest, false imprisonment, malicious prosecution, defamation of character, libel, slander or other tortious conduct caused by any acts of the Contractor's employees.

On the Certificate of Liability, the "**DESCRIPTION OF OPERATIONS**" shall read as follows:

"JANITORIAL SERVICES @ MARYLAND PUBLIC TELEVISION, OWINGS MILLS, MARYLAND. THE STATE OF MARYLAND IS INCLUDED AS AN ADDITIONAL INSURED SOLELY WITH RESPECT TO THE OPERATIONS AND ACTIVITIES OF THE NAMED INSURED".

The certificate holder shall read as follows:

Department of General Services
Room M-3
301 West Preston Street
Baltimore, MD. 21201

Workmen's Compensation Insurance - as is required by the Laws of the State of Maryland.

Motor Vehicle Liability Insurance - with a minimum bodily injury limit of \$300,000 for each person and \$500,000 aggregate for each occurrence.

The Contractor shall indemnify and save harmless and defend the State and all of its representatives from all suits, actions, or claims of any character brought on account of any injuries or damages sustained by any person or property in consequence of any work performed under this contract, either by the Contractor or any Sub Contractor or their employees, agents or representatives.

The Contractor must submit any required certificates of insurance to the Procurement Officer for review and approval. These certificates shall be held by the Procurement Officer for the duration of the contract. The State shall have the absolute right to terminate the contract if any insurance policy is cancelled at any time for any reason and a new policy is not obtained by the Contractor and approved by the Procurement Officer. Unless the Procurement Officer otherwise agrees, the new policy must be effective as of the previous policy's date of cancellation.

Note:

Certificate of Liability Insurance and Workmen's Compensation Insurance must be submitted by fax to the Procurement Officer within five (5) days of the request.

32. FIDELITY BOND

Contractor's employees must be bonded by a company approved by the Maryland Insurance Commissioner to issue such bonds in Maryland. The bond or bonds shall protect

- 36.2 In accordance with COMAR 21.11.03.09 (5); Failure to complete and submit the MBE Forms completely and accurately shall deem your bid non responsive.
- 36.3 MBE Forms (Attachment A) can be mailed or hand carried in a sealed envelope (clearly identified) to the attention of the DGS Procurement Officer, Gwendolyn Hudson, 301 W. Preston St., Rm. M-4, Baltimore, MD 21201 prior to the bid opening. MBE Forms CANNOT be faxed.
- 36.4 If the MBE Forms (Attachment A) are not submitted electronically with your bid, hand carried or mailed to the attention of the DGS Procurement Officer in a sealed envelope prior to the bid opening, your bid shall be deem non-responsive and shall determine that the bid is not reasonably susceptible of being selected for award.

MBE FORMS TO BE SUBMITTED UPON REQUEST
(Attachments B, C, and D):

- 36.5 These MBE forms (Attachment B, C, and D) must be submitted within ten (10) working business days of notification of intent to award. These documents will be requested by the DGS Procurement Officer. The Bidder is encouraged to attach these forms online with their bid

THE BIDDER MUST USE THE ATTACHED FORMS IN eMM ONLY.

37. BASIS FOR AWARD

This contract shall be awarded to the responsible and responsive Bidder that submits the lowest Base Bid, if specified, Base Bid plus Option Items (Line #s001 through 007).

38. BASE BID

The Base Bid shall be the total three (3) year price for the provision of all janitorial services as described in Tasks 19.1 through 19.26 in the Detailed Specifications beginning June 1, 2014 through May 31, 2017. This price includes all daily, bi-weekly, three times per week, weekly, monthly, every other month, and bi-annual services to the standards set forth, including all supplies, equipment, wages, overhead and profit for the three-year term of the contract.

Note: If the Bidder fails to bid on all lines in eMarylandMarketplace, the Procurement Representative/Officer shall deem the bid non-responsive.